

# **2014 RTP Grant Application Workshops January 28 -30, 2014**

**Grant application deadline is April 11, 2014 –  
4:00 pm CDT at the RES Nashville office**



**Recreation Educational Services (RES)  
WR Snodgrass TN Tower, 2<sup>nd</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243**

# Recreational Trails Program (RTP)

- All open RES recreation grant projects (LPRF, RTP, HPP, or LWCF) **MUST** be physically complete to be eligible for a 2014 RES grant.
- Project Completion Certificate (PCC) form must be submitted to RES no later than **March 28, 2014**.
- Final Reimbursement forms and documentation must be submitted no later than **April 30, 2014**.

# Recreational Trails Program (RTP)

- The RTP program is now under the MAP-21, Transportation Alternatives program. The Governor of each state has the option to not allow, on an annual basis, the RTP funding. For federal fiscal year 2014, Governor Bill Haslam made the choice to accept the RTP funds.
- **The RTP funds are generated by the federal gas tax on fuel used by Off Highway Vehicles (OHV).**



# Intent of the Recreational Trails Program

- The intent of the Tennessee RTP is to enhance both motorized and non-motorized recreational trail opportunities and to provide and maintain recreational trails.
- The goal of the Tennessee RTP is to build high quality, sustainable trails that will require minimum maintenance in the future.

# Categories of trail projects

- **Non-Motorized- 30% of funding**
- ADA Accessible Trails
- Walking/Hiking/Fitness Trails
- Water Trails - non-motorized  
canoe, kayak, rowboats
- Equestrian Trails
- Mountain Bike Trails
- Environmental Education Trails

# Categories of trail projects (cont.)

## Motorized trails- 30% of funding

- Off-Road Motorcycle Trails
- Off-Road All-Terrain Vehicle (ATV) Trails
- Off-Highway Four-Wheel Drive Trails

The Tennessee Off-Highway Vehicle (OHV) Act of 2004 directs ALL federal funds for motorized trails to be allocated to the Tennessee Wildlife Resources Agency (TWRA).

A 2010 Memorandum of Understanding between TWRA & TDEC allows a portion to go to TWRA and the remaining motorized funds to be used for other motorized projects.

# Categories of trail projects (cont.)

## **Diverse Use Trails- 40% of funding**

(More than one type of trail use on a trail)

- **Non Motorized Diverse Use**
- **Motorized Diverse Use**
- **Combination of Motorized and Non-Motorized Trail Use**

# Who is eligible to apply?

- Local Governments
- State and Federal Governments
- Partnerships, Public/Private Applications
- State chartered, non-profit, and IRS 501 C3 organizations are eligible as grant applicants to fund trails on public property if they have a written agreement with the land managing agency

**RTP Funded Projects must take place on publicly owned land.**

# What projects are eligible?

- Non-routine maintenance and restoration of existing trails.
- New trail construction and trail linkages.
- Development and rehabilitation of trailside and trailhead facilities.
- Construction of new trails (with certain restrictions for new trails on federal lands).

# What projects are eligible? (cont.)

- **Lease of trail construction and maintenance equipment which is used 100% for trail related activities.** Any equipment purchased must be approved by RES before purchase. Land clearing type equipment is **NOT** eligible.
- Land acquisition of Fee Simple title or permanent easements on property for recreational trails or recreational trail corridors **MUST** occur during the grant contract term.

# Which projects are NOT eligible?

- Property condemnation (eminent domain)
- Facilitating motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991
- Any costs associated with law enforcement activities
- Environmental education buildings, classrooms, or park-like picnic pavilions or other enclosed facilities
- To improve roads for general passenger vehicle use or to provide sidewalks along roads.

# How much can I apply for?

- Minimum total project cost - \$25,000 (100%)
  - Grant request is \$20,000 (80%)
  - Match is \$5,000 (20%)
- Maximum total project cost - \$250,000 (100%)
  - Grant request is \$200,000 (80%)
  - Match is \$50,000 (20%)
- State or federal applicant projects of statewide significance may be considered for additional funds. The State may waive the minimum amount of a grant under special circumstances.

# How to Get the Correct Grant and Match Amounts

- To get the correct figures for the grant and match, always start with the 100% total project cost.
- Multiply the total project cost by 80% to get the grant amount.
- Multiply the total project cost by 20% to get the match.

Example: using a \$150,000 total project cost:

- $\$150,000 \times 80\% = \text{Grant } \$120,000$
- $\$150,000 \times 20\% = \text{Match } \$30,000$

To verify, add (grant + match)  $\$120,000 + \$30,000 = \$150,000$

# Requirement for Cash Expenditures

- RTP expenses reimbursed by the 80% grant must be documented by **actual cash** expenditures.
- While the **grant match** can be force account staff, in-kind services or donations, the expenses reimbursed by the grant must be actual **cash** expenditures.
- No reimbursement will occur if the request for reimbursement consists solely of donations and in-kind services.

# Assurance of Match

The grant application must include **written documentation** indicating source and amount of matching funds:

- Local governments - A **signed and dated resolution** from the City Council or County Commission providing the match for the RTP grant application must be included.
- Partners - **Signed and dated copy of the organization meeting minutes** indicating approval of funds, donation of materials, labor or equipment must be included.



# Federal Applicants - RTP Match Requirements

- Federal agency applicants may provide additional federal funds, provided the total federal share does not exceed 95 percent.
- Federal agency applicants (US Forest Service, NPS, FWS, USCOE, TVA, etc.) must show a non-federal match of at least five percent (5%).
- Administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-federal match must come from other funding sources.

# RTP Eligible Matches

- The Fair Market appraised value of a land acquisition or permanent easement.
- The Fair Market appraised value of donated real property. The land must be donated by a third party to be eligible for match.

**The acquisition and/or donation must be made after the first day of the grant term to the government agency to be valid for RTP funds or match.**

## RTP Eligible Matches (cont.)

- Legislative line item appropriations, other state and/or federal grants such as Urban Forestry grants, Corps of Engineers, Community Development Block grants, Art or Historical Commission grants, Federal Emergency Management Agency (FEMA), etc.
- Prison labor - as long as the grantee pays the prison laborers, that amount of payment may be used as match - can be local, state or federal.

# RTP Eligible Matches (cont.)

- Force Account - work completed by grantee's staff
  - Park and Recreation staff
  - Department of Public Works staff
  - Materials and equipment
- Donations of labor, equipment or materials. These 3<sup>rd</sup> party donations **MUST** be documented in writing from the company or organization.
- Contact RES with any match questions

# Contract Requirements

Contract will not be executed until the following requirements are completed:

- Environmental Approval (in certain instances where architectural plans are necessary on part of the grant project, a letter of intent to an environmental agency will be sufficient to execute a contract with the knowledge that the needed study/permit will be acquired and the environmental clearance obtained and paid for by the grantee.)
- Site Plan (if applicable)
- Scope of Project
- Budget
- Federal Highway Administration Obligation

# When can projects begin?

- The applicant **MUST** have an executed contract before beginning the project.
- Any construction, purchases, or acquisition made prior to the start date, or after the end, of the executed contract is not eligible for reimbursement.

# How long will I have to complete the project?

- Grant awardees will have **2** years from the start date of the grant contract to complete the project.
- Funded projects must order an official RTP grant acknowledgement sign and request for reimbursement within 30 days from receipt of executed contract.
- Reimbursements must be filed every 60 days of filing of previous reimbursement.
- Project must show progress within **120** days of the date of the executed contract.
- There will be **NO term extensions** regardless of justification.

## What Other Rules Or Restrictions Apply?

- **Termination of Grant:** TDEC-RES reserves the right to terminate a grant contract and demand the return of granted funds for non-compliance by an applicant.
- Land acquisition/donation - all RTP acquisitions must occur with a willing seller and follow the federal Uniform Land Acquisition Act procedures



# Categories of RTP Projects

- Land Acquisition
- Development
  - Greenways and Trails
  - Trailhead and trailside facilities

# Land Acquisition Projects

- Required Application Documentation
    - Deed of Ownership - Control and Tenure of Real Property to be Acquired
    - Tax Assessor's Opinion of Value/Land Appraisal
    - Survey
    - A legal description and title search
    - Boundary and Topographical Maps
    - Location Map
  - Site Development Plan (must be developed within 3 years of acquisition)
- \*Environmental Review and Permits (required for funded projects only)

# Development Projects

- Application Documentation
  - Procurement of Goods and Services
  - If eligible, Land Value as Match
  - Deed of Ownership - Control and Tenure of Real Property to be Developed
  - Boundary and Topographical Maps
  - Location Map
  - Project Development Site Plan

\*Environmental Review and Permits (required for funded projects only)

# RTP Property Information

- Project Boundary Map
  - Survey
  - Maps must ID boundaries, display known easements, be sufficient to ID area for protection as a permanent recreation site
- Project Boundary Map Certification
  - Must be signed by Mayor or Agency Director

# RTP Property Information

- Notice of Limitation of Use (NLU)
  - If project is funded, the grantee must use the current RES NLU form.
  - The NLU must be recorded (attach a copy of the deed and have the seal/stamp of the local Registrar of Deeds Office)
  - Send the NLU in with the 1<sup>st</sup> Request for Reimbursement.

# RTP Property Information (cont.)

- Legal Description
  - Deed References, Adjoining Ownership, Metes and Bounds, or Government Survey
- Deed of Ownership, Lease, Easement
  - Must have clear title
  - Site Control – 25 year minimum on leases
  - Leases and Easements (only on publicly owned land)

# Categorical Exclusion Request Environmental Clearances

- **2014 RTP Grant Cycle:**
  - This step will not be required for the application portion.
  - If awarded a grant, the grant applicants must obtain clearance letters from **ALL** eight of the required agencies and complete the CE Request packet. RES will provide an example.
  - Grantees of funded projects will be responsible for obtaining any required permits and studies determined during the above process.

# Permits & Studies, if required

- ◆ If and when permits/studies are required, the funded agency has **120** days to obtain the required documentation or the grant award will be withdrawn.
- ◆ A contract for the study must be signed within **45 days** and the report forwarded to RES as soon as it is complete.
- ◆ Environmental Clearance Request documents are subject to approval by RES and audit by the Federal Highway Administration.

# **TDOT 2.5 PM Review info**

TDOT 2.5 PM Review applies if your RTP project is located in one of the following counties:

- Anderson
- Blount
- Hamilton
- Knox
- Roane
- Sevier

**RES staff will do the TDOT 2.5 PM review (Ozone no-attainment) review**

# 2014 Open Project Selection Process

- Project Presentation
- Planning/Design
- Current System Development
- Maintenance & Management
- RES Program Compliance

**Please note the scoring criteria has changed from the 2013 RTP grant cycle**

# 2014 RTP Scoring Criteria

## 100 Total Maximum Points

A Project Proposal in power point format is required on every application and should be in a separate file folder from the application CD.

- |                               |           |
|-------------------------------|-----------|
| A. Planning/Design            | 25 points |
| B. Current System Development | 20 points |
| C. Maintenance & Management   | 25 points |
| D. RES Program Compliance     | 30 points |

**Please note the scoring criteria has changed from the 2013 RTP grant cycle**

# Project Proposal

Provide a Power Point presentation covering the questions in the Project Presentation section of the application manual.

1. What is the 2012 Census population of your jurisdiction and total acres currently dedicated to recreation use within that jurisdiction?
2. What are the demographics of the public you are targeting with project?
3. How does the project relate to the service area and needs of the potential users?

**Try to “sell” your project in this presentation**

# Project Proposal (cont.)

Provide a Power Point presentation covering the questions in the Project Presentation section of the application manual.

4. What means will be used to develop the project?
5. Is the site suitable, location and topography, for the development of the project?
6. What are the future site development plans?
7. What makes the project

**Try to “sell” your project in this presentation**

# Project Proposal (cont.)

Provide a Power Point presentation covering the questions in the Project Presentation section of the application manual.

8. Provide a 2-year time-line for completion of project if funded.
9. Pictures of site
10. Project Location Map, with directions to **project site** including cross streets.
11. Preliminary Site Plans showing proposed (and existing) structures, facilities and/or trails.

**Try to “sell” your project in this presentation**

# Planning/Design

- ◆ **Planning document:** When was local document produced or updated, governing board adopting the document, section of document pertaining to project, etc.
- ◆ **2008 Tennessee Greenways and Trails Plan:** Provide a summary on how the project meets the plan's "guiding principles"
- ◆ **Tennessee 2020:** Provide a summary on how the project meets the plan's "Initiatives"
- ◆ **3-year Budget:** provide budgets for FY 11-12, 12-13, 13-14

# Planning/Design

- **Public meeting:** provide meeting advertisement, agenda, sign-in sheet and minutes of a public meeting conducted for the RTP project within the last 6 months
- **Support from civic groups:** Provide written documents defining items/donations provided by groups/organizations in support of the project.
- **Governing board/body:** copy of City Council/County Commission meeting minutes or resolution supporting project

**See application manual for more details**

# Planning/Design

- **Trail Specification and Design System**

Provide detailed information on which source will be used for construction and maintenance

- **Architect and Engineering Plans**

Provide a copy of the Architect and Engineering plans or a letter from the Mayor indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project but the total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost

**See application manual for more details**

# Current System Development

- **Comprehensive Trail System Map**: Provide a detailed map showing entire proposed trail system including existing and future trails.
- Define the trail project to be funded with this grant.
- Show the other parks/trails within the Agency jurisdiction.
- **Connections**: Identify physical connections, is this a Phased project?
- **Diverse Use**: List the different types of use for the project

**See application manual for more details**



# Maintenance & Management

- **Management System:** Illustrate who will manage the project during planning, construction and after completion
- Document the manpower available within the Parks and Recreation Department for Management and Maintenance.

**See application manual for more details**

# Program Compliance

These items will be reviewed by RES staff:

- Prior Project Completion and return of grantees Post Completion Inspections (PCI) by deadlines
- PCI issues found are corrected
- Land Conversion status
- All grant funded acquisitions have been developed with facilities by the three year deadline.
- All past grants are closed/complete and contract requirements were fulfilled.
- RES program participation in surveys and evaluations
- On-Site visit

**See application manual for more details**

## **Review of:**

- **Check List - Page 14** of the RTP Application Manual is provided as a checklist to ensure that all required documents are included in the application.
- **Project Cost Sheet**
- **Development Cost Sheet**  
(Do not include a contingency line item).

**Under Promise, Over Deliver!**

## Documents library

sample for disk set up

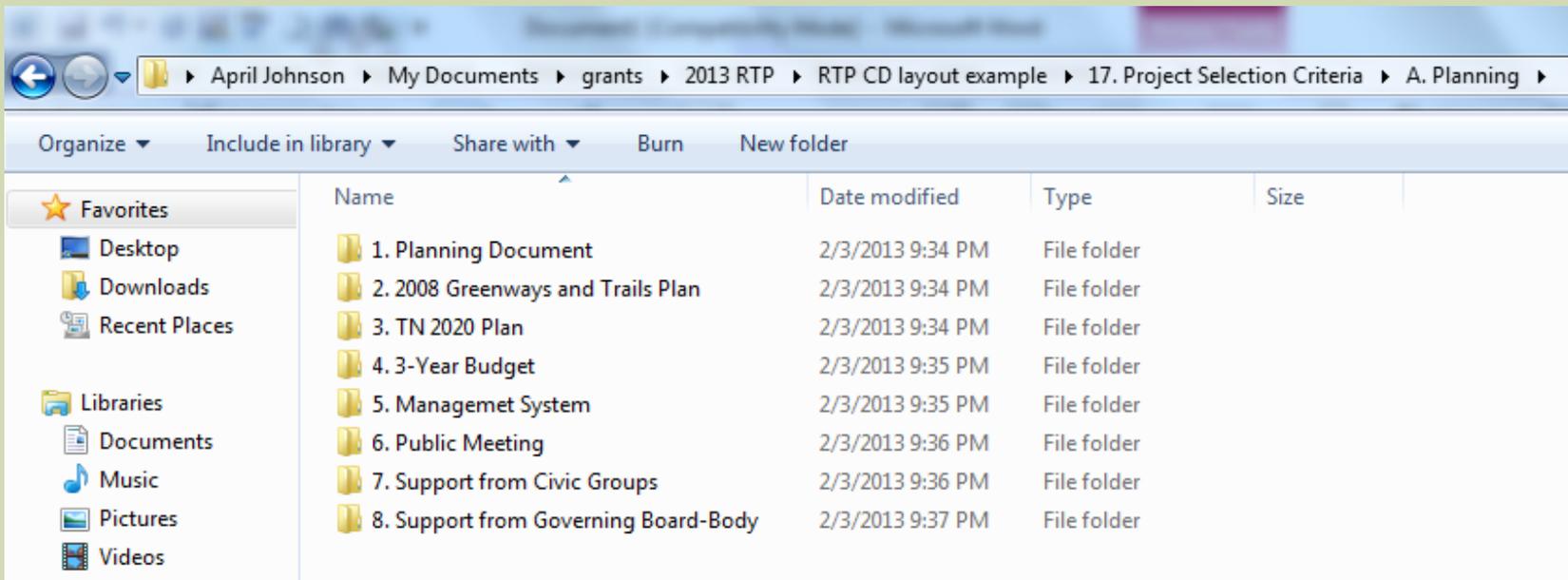
- 1 Grant Application form
- 2 Project Cost Sheet
- 3 Development Project Cost form
- 4 Assurance of Match
- 5 Notice of Limitation of Use
- 6 Project Boundary Map
- 7 Project Boundary Map Certification form
- 8 Legal Description
- 9 Deed of Ownership or Lease
- 10 Survey
- 11 Title Search
- 12 Opinion of Value
- 13 Tax Map
- 14 Location and Topo Maps and directions
- 15 Photographs of Site
- 16 Preliminary Site Plan
- 17 Preliminary Floor Plan
- 18 OPSP

# CD or USB drive Format

## Documents library

18 OPSP

-  **A Planning and Design**
-  **B Current System Development**
-  **C Management and Maintenance**
-  **D Benchmarking**
-  **Project Proposal Presentation**



The screenshot shows a Windows Explorer window with the following path: April Johnson > My Documents > grants > 2013 RTP > RTP CD layout example > 17. Project Selection Criteria > A. Planning. The window title is "Documents Library - Windows Explorer". The address bar shows the path. The ribbon includes "Organize", "Include in library", "Share with", "Burn", and "New folder". The left sidebar shows "Favorites" (Desktop, Downloads, Recent Places) and "Libraries" (Documents, Music, Pictures, Videos). The main pane displays a list of folders:

Name	Date modified	Type	Size
 1. Planning Document	2/3/2013 9:34 PM	File folder	
 2. 2008 Greenways and Trails Plan	2/3/2013 9:34 PM	File folder	
 3. TN 2020 Plan	2/3/2013 9:34 PM	File folder	
 4. 3-Year Budget	2/3/2013 9:35 PM	File folder	
 5. Managemet System	2/3/2013 9:35 PM	File folder	
 6. Public Meeting	2/3/2013 9:36 PM	File folder	
 7. Support from Civic Groups	2/3/2013 9:36 PM	File folder	
 8. Support from Governing Board-Body	2/3/2013 9:37 PM	File folder	

## Things to remember:

- Application must be received by RES by April 11, 2014 at 4 pm CDT
- Applications only accepted on CD or USB thumb drive,
- Follow file layout on check list,
- Project Presentation is required,
- Documents saved as pdf's,
- Documents not in correct folders on CD will not be used,
- Provide 911 address and GIS coordinates for project site

# RES Technical Assistance

## RES Director

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## Land Issues

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